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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: UTILITIES ASSISTANT SHOP, TOOL AND FABRICATION TECHNICIAN

DEFINITION

Under supervision, to perform semi-skilled work assisting in the fabrication and repair of metal parts, structures, tools, equipment and materials. To perform welding, machinist, and metal shaping work, and to do related work as required.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in the set up and shaping of metal objects using lathes, power saws and drill presses; lift, position and remove work pieces; perform more routine machine operations and procedures.
- Assist in and make layouts (measuring, marking and scribing) of metal pieces from rough sketches and blueprints; make routine cuts and weld in the fabrication of attachments and modifications for equipment and tools.
- Assist in the overhaul, rebuild, and service of pneumatic hydraulic, and electrical tools; manufacture replacements for wearing parts.
- Grind dull tools such as picks and shovels; replace handles, hose and other defective parts of tools and equipment; repair and service hydraulic pneumatic and electric tools.
- Clean and scrape metal, metal parts, equipment and tools prior to fabrication and/or repair; paint metal stock, fabricated items and tools by brush or spray.
- Load, stock and transport metal stock, fabricated items and tools by hand or vehicle.
- Assist in ordering repair parts and materials.
- Maintain records of all equipment and tools; prepare requisitions for tools, materials and equipment as instructed.
- Assume responsible operation of the Utilities Department Tool and Fabrication Shop in the absence of the Utilities Shop, Tool and Fabrication Technician.

QUALIFICATIONS

Knowledge of:

- Knowledge of the standard practices, methods, tools and materials or metal fabricating through the use of welding, machine tool and forging techniques.
- Knowledge of the hazards and safety precautions of the work. Some knowledge of the properties and adaptability's of various metals.

Ability to:

- Ability to follow oral and written instructions, including blueprints.

- Ability to fabricate metal objects; ability to establish and maintain effective working relationships with others.
- Ability to use and care for a wide variety of metal working tools and equipment.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to graduation from high school or GED.

Experience: At least one year of experience in semi-skilled metal working trades

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of or ability to obtain an appropriate, valid California motor vehicle operator's license

Possession of an appropriate welding certificate issued by the State of California.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Assistant Shop, Tool and Fabrication Technician

TO: Utilities Shop, Tool and Fabrication Technician